

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **LICENSED PRACTICAL NURSE**

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Jurisdictional Class: **Non-Competitive**

Date Adopted: **6/14/96**

Date Revised: **7/19/00**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **11**

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**DISTINGUISHING FEATURES OF THE CLASS:** The LPN is prepared to function as a member of the health care team by exercising sound nursing judgment based on preparation, knowledge, skills, understanding and experience in nursing situations. The work involves responsibility for the routine care of patients in accordance with a detailed and well-defined patient care plan under direct supervision of a professional nurse. Assignments concerning patient care are given specifically. Supervision may be exercised over the work of Home Health Aides supplemental to professional nursing supervision. The LPN will be subject to guidance, direction and supervision by professional nurses and supervising public health nurses. Does related work as required.

**Note:** In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists with the preparation, implementation, and continuing evaluation of the nursing plan;

Participates in case conferences;

Implements infection control and safety policies and procedures;

Maintains confidentiality of both patient and personnel information;

Provides for the emotional and physical comfort and safety of patients;

Understands human relationships between and among patients and personnel, patients and families, families and personnel;

Recognizes and understands cultural backgrounds and spiritual needs and respects the religious beliefs of individual patients;

Recognizes and understands the effects of social and economic problems upon patients;

Participates in the development, revision, and implementation of policies and procedures designed to insure comfort and safety of patients;

Pays attention to the general health care of patients, assisting with cleanliness, grooming, rest, nourishment and elimination;

Maintains an attractive and comfortable environment for the patient with special consideration as to cleanliness, ventilation, lighting, repairs, supplies, and furniture selection and arrangements;

Maintains records and prepares oral reports;

Collects fees for services and maintains records of them;

Accesses and delivers care in patients home environment;

Observes, records and reports to the appropriate person symptoms, reactions and changes including:

- a) general physical and mental condition of patients, and signs and symptoms which may be indicative of untoward changes, and
- b) stresses in human relationships between patients, between patients and personnel, and between patients and their families and visitors;

Utilizes proper body mechanics consistently for his/her safety and the patients safety;

Last Reviewed: n/a

Last Updated: 07/19/00

Reviewed By: n/a

Last Reallocated: n/a

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Performs selected nursing procedures in those circumstances where a professional degree of evaluative judgment is not required, such as

- a) administration of medications and treatments prescribed by the physician
- b) preparation and care of patients receiving specialized treatments administered by the physician or the professional nurse and
- c) administers vaccines;

Assists with the rehabilitation of patients according to the medical care plan through:

- a) being aware of and encouraging the interests and special aptitudes of patients
- b) encouraging patients to help themselves within their own capabilities in performing activities of daily living and
- c) knowledge and application of the principles of prevention of deformities, the normal range of motion, body mechanics and body alignment;

Contributes to the attainment of the goals for the agency by utilizing contacts with patients' relatives to promote better understanding of agency policies;

Fosters cooperative effort among personnel by understanding the functions of other persons involved in patient care and by active participation in team and staff conferences;

Utilizes equipment and supplies effectively and efficiently;

Will coordinate and schedule home health aides involving both in-house aides and those under contract with vendor agency;

Will coordinate weekly aide scheduling meetings; will assist supervising public health nurse in planning and implementing Aide in-Services;

Utilizes community relationships to contribute to better public understanding of health services;

Assumes responsibility for personal and vocational growth and development through:

- a) active participation in nursing organizations, and
- b) promoting and participating in in-service programs, learning on the job.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Ability to perform elementary nursing functions; ability to maintain records and present data in report form; ability to handle simple money transactions; ability to meet and deal with the public; ability to understand and follow detailed instructions; ability to transport to patients homes; understanding confidentiality of materials; ability to have good relationships with people.

### **MINIMUM QUALIFICATIONS:**

- (A) High school graduation, or its equivalent; **AND**
- (B) Successful completion of an accredited program in practical nursing; **AND**
- (C) In possession of a current LPN license from the State of New York.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

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